

JOB OPPORTUNITY ANNOUNCEMENT

EMBASSY OF THE UNITED STATES OF AMERICA

BERLIN

Subject: Vacancy Announcement No. 17-05 – American Embassy Berlin

Date: 03/21/05

POSITION TITLE: Consular Assistant

LOCATION Consular Section, American Embassy Berlin (Clay)

OPEN TO: **To all interested:**
Not Ordinarily Resident:

- Appointment Eligible Family Members (AEFMs);
- Eligible Family Members (EFMs)
- MOHs

Ordinarily Resident Citizens:

- U.S. citizens;
- Foreign Nationals, incl. German and EU nationals

SALARY: **Not Ordinarily Resident:**

- FP-07 (US \$ 30,878 per year)

Final position grade to be confirmed by Washington

Ordinarily Resident:

- FSN-07 (Euro 35,926 per year)

SCHEDULE: Full-time (40 hours), this is a one year temporary position while incumbent is on parental leave

CLOSING DATE: Applications must be received by close of business April 6, 2005

Security Requirement: U.S. Mission medical and security certification

PERTINENT INFORMATION – READ BEFORE APPLYING:

- **Eligibility Requirements:** Non-German/non-EU and American citizens, who are not/not Appointment Eligible Family Members, Eligible Family Members or Members of Household (MOHs), as defined below, must possess a valid German residence and work permit in compliance with host government laws and regulations prior to application. The U.S. Mission cannot sponsor applicants for either permit. Local Hire Staff (LES) of U.S. Mission Germany having served less than 12 months in their current position are not eligible to apply. Currently employed AEFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- **Selection Criteria:** When equally qualified, Appointment Eligible Family Members (AEFMs) and those with U.S. Veteran's Preference will be given special consideration. The U.S. Embassy will consider issues such as conflict of interest, nepotism, residency status, and whether applicant has a work permit, in determining successful candidacy.

- **Application Procedures:** Interested candidates must submit the following to be considered for employment:
 1. Application for U.S. Federal Employment (SF-171) - covering the last **ten** years of employment. In addition to the SF-171, a letter of introduction and supporting documentation (e.g. copies of degrees earned, certificates, awards, etc.) that address the requirements of the position listed below must be submitted; **or**
 2. Instead of using form SF-171, a regular application which includes a letter of introduction, a current resume or curriculum vitae may be submitted in addition to any other supporting documentation (e.g. copies of degrees, certificates, testimonials, awards, etc.) that address the qualification requirements of the position as listed below;
 3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with the application;
 4. Application language (letter of introduction and CV or resume) is English.

Non-German and non-European nationals as well as Ordinarily Resident American citizens must submit copies of their residence and work permit in order to be considered for employment by the U.S. Mission.

- **Submit Applications To:** U.S. Embassy Berlin, Human Resources Office, Recruitment Coordinator, Clayallee 170, 14195 Berlin. If you would like your application materials returned, a self-addressed pre-stamped envelope must be submitted with your application. Note that neither the Embassy nor the Consulates refund travel expenses incurred by the interviewee.

REQUIRED QUALIFICATIONS

Note: Applicants are instructed to address all required qualifications detailed below with specific examples and comprehensive supporting information. *Only applications that address all criteria will be considered eligible.*

Training Level: Candidate will initially be appointed at a training level, i.e. pay grade below the full performance level of the position. In order to be promoted to the full pay grade of position, incumbent must complete the Consular Correspondence Course for passport/nationality and special consular services.

EDUCATION: Documented completion of secondary school or German equivalent (US: high school, German: Mittlere Reife) plus a minimum of one year college or university-level course work.

EXPERIENCE: One (1) year experience in assisting Americans in routine and emergency consular cases.

LANGUAGE: English: Good working knowledge (level 3) – reading, speaking, writing;
German: Fluent (level 4) – reading, speaking, writing;

KNOWLEDGE, SKILLS, ABILITIES:

- Thorough knowledge of policies and procedures related to American passports, notarial services, and special consular services;
- Understanding of local host country regulations and realities affecting Americans residing in Germany;
- Proficient in Federal Benefits matters, incl. services for Veterans Administration, American Social Security, Internal Revenue Service, and Federal Voting Assistance Program;
- Must possess strong customer service skills in a high-volume customer service environment.

BASIC FUNCTION OF POSITION

Incumbent processes passport, citizenship, voting assistance, and notarial service requests from Americans in the Berlin consular district and handles all aspects of case preparation up to review and final adjudication by a consular officer. Also provides assistance to Americans in emergency/crisis situations, including deaths, repatriation, medical evacuations, traffic accidents, child custody disputes, and arrests. Serves as Cashier for the entire Consular Section.

DEFINITIONS:

Appointment Eligible Family Members (AEFMs): is an Eligible Family Member (EFM) who is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets ***all*** of the following criteria:

- U.S. citizen;
- Spouse or dependent who is at least age 18;
- Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a U.S. government agency that is under Chief of Mission authority;
- Is resident at the sponsoring employee's or uniform service members' post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad;
- And does **NOT** receive an U.S. government annuity or pension based on a career in the US Civil, Foreign, or uniform services.

Eligible Family Members (EFMs): Family Members at least age 18 and listed **on the travel orders** of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a U.S. government agency that is under Chief of Mission authority but who do not meet the definition of AEFM above.

Member of Household (MOH): A MOH is a person who 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Will reside at post with the sponsoring employee. This category may include: unmarried partners of the same and/or opposite sex, parents, and other relatives or adult children (21 and over) who fall outside the Department's current legal and statutory definition of EFM (6 FAM 111.3).

Ordinarily Resident (OR): A citizen of the host country (Germany) or a citizen of another country (U.S. citizen, EU national, etc.) who has shifted their main residency focus to the host country and has the required work and/or residency permit for employment in country. *OR applicants must be residing in country to be eligible for consideration.*

Not-Ordinarily Resident (NOR): A non-host country citizen (U.S. citizen or foreign national) who, although temporarily legally resident in the host country, is not permanently resident. AEFMs, EFMs and MOHs of FS, GS, and Military Personnel officially assigned to post are generally the only individuals who are NOR and are eligible to work under host country law. *AEFMs/EFMs need not be in country in order to be considered for employment.*

Approved: CONS:MVictor

Cleared: HR:SMyers

Drafted: HR:KWitte

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